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August 21, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add two (2) new classifications, to reclassify three (3) positions to implement the results of various classification studies, and to make technical corrections.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organization Effectiveness Goals, to improve the quality of the workforce, to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification system, and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward and downward are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations, and can reduce the number of costly personnel-related problems.

New Classes and Title Change

Two (2) classes are being recommended for establishment in the County Classification Plan (Attachment A). The Environmental Health Assistant Deputy will assist in the planning, directing, administration and coordination of environmental health programs, operations, activities, and services for the Department of Public Health. The specific responsibilities will include planning, directing, and coordinating, through lower-level environmental health managers and supervisors, major environmental health functional areas including Environmental Protection, Food Inspection, Housing Inspection, and Special Operations and Planning.

The Mental Health Clinician I will provide an entry-level licensed-waivered class for individuals who possess a valid registration with the California Board of Behavioral Sciences as a Marriage and Family Therapist Intern. The interns will train and gain experience under the supervision of licensed mental health clinicians at various Department of Mental Health clinics and programs which will serve to fulfill the requirement for supervised hours needed for licensure as a Marriage and Family Therapist. In conjunction with the establishment of the Mental Health Clinician I, a title change is being recommended for the journey-level licensed class of Mental Health Clinician.

Salary Changes

Due to ongoing discussions concerning potential accretion, salary adjustments for the non-represented classes in the Paralegal group were recommended only through October 1, 2006. Since these classes were ultimately not accreted, we are recommending salary increases commensurate with the general salary movement and additional half step adjustments extended to most represented and non-represented classes in the County (Attachment A) as follows:

- 3% (12 levels) effective January 1, 2008
- 3% (12 levels) effective January 1, 2009

With respect to the half step adjustments, employees will receive the initial adjustment (2.75%) beginning July 1, 2007 and the additional adjustment (2.75%) beginning July 1, 2008 provided that they have been on the top step of the salary range for one year or more on or after July 1, 2007 and July 1, 2008, respectively.

Technical Corrections

The salary levels and/or effective dates for 14 non-represented classes as adopted by your Board on November 28, 2006, April 3, 2007, and May 15, 2007 are being amended to correct typographical errors (Attachment A). Additionally, duplicative salary references within the Chief Executive Office departmental provision are being deleted.

Reclassifications

Three (3) positions in two (2) departments are being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

FISCAL IMPACT/FINANCING

The savings associated with the Assessor's downward reclassifications (\$6,507) nearly offsets the upward reclassification in the Department of Health Services (\$6,597), thereby minimizing the total annual budgeted cost as a whole. Cost increases associated with the upward reclassification action and compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification of positions and employees.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DIL:WGL
PHG:VMH:KP:mst

Attachments (2)

c: Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A**CLASSES RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN**

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Savings/ Megaflex	5691	Environmental Health Assistant Deputy	N23 S12
Choices	9029	Mental Health Clinician I	NN 82L

REPRESENTED CLASS RECOMMENDED FOR TITLE CHANGE

Item No.	Current Title	New Title
9030	Mental Health Clinician	Mental Health Clinician II

SALARY CHANGE FOR NON-REPRESENTED CLASSES

Item No.	Title	Current Salary Schedule & Level	Recommended Salary Schedule & Level
9232	Paralegal	10/01/2006 NW 78D	07/01/2007 NNW 78D
9233	Senior Paralegal	10/01/2006 NX 80D	07/01/2007 NNX 80D
9234	Supervising Paralegal	10/01/2006 NX 84D	07/01/2007 NNX 84D

TECHNICAL CORRECTIONS

Item No.	Title	Effective Date or Salary Schedule & Level to Correct			Recommended Correction		
1125	Assistant Division Manager, Programs, Registrar-Recorder/County Clerk	01/01/2009	NM	100K	01/01/2009	NM	100J
1115	Chief, Auxiliary Services, Board of Supervisors	01/01/2009	NM	100K	01/01/2009	NM	100J
4551	Chief Deputy Director, Health Services, Operations (UC)	07/01/2007	N23	R17	07/01/2007	N23	R22
8645	Head, Administrative Investigations	01/01/2009	NM	100K	01/01/2009	NM	100J
1103	Head, Commission Services, Board of Supervisors	01/01/2009	NM	100K	01/01/2009	NM	100J
2306	Manager, Evidence and Property Operations, Sheriff	01/01/2009	NM	100K	01/01/2009	NM	100J
0049	Pest Exterminator Working Supervisor	06/26/2007	NN	74F	06/26/2007		74F
		01/01/2008	NN	75G	07/01/2007	NN	74F
		07/01/2008	NM	75G	01/01/2008	NN	75G
		01/01/2009	NM	76H	07/01/2008	NM	75G
					01/01/2009	NM	76H
0863	Senior Assistant Chief Executive Officer (UC)	07/01/2007	N23	R21	07/01/2007	N23	R21
		01/01/2007	N23	R21	01/01/2008	N23	R21
		01/01/2007	N23	R21	01/01/2009	N23	R21
8260	Veteran Intern, Administrative Support	07/01/2007		68A	07/01/2007	NN	68A
		01/01/2008		69B	01/01/2008	NN	69B
		07/01/2008		69B	07/01/2008	NM	69B
		01/01/2009		70C	01/01/2009	NM	70C
8261	Veteran Intern, Crafts Support	07/01/2007		68A	07/01/2007	NN	68A
		01/01/2008		69B	01/01/2008	NN	69B
		07/01/2008		69B	07/01/2008	NM	69B
		01/01/2009		70C	01/01/2009	NM	70C

Item No.	Title	Effective Date or Salary Schedule & Level to Correct		Recommended Correction		
8262	Veteran Intern, Heavy Maintenance and Operational Support	07/01/2007	62A	07/01/2007	NN	62A
		01/01/2008	63B	01/01/2008	NN	63B
		07/01/2008	63B	07/01/2008	NM	63B
		01/01/2009	64C	01/01/2009	NM	64C
8263	Veteran Intern, Information Technology Support	07/01/2007	67A	07/01/2007	NN	67A
		01/01/2008	68B	01/01/2008	NN	68B
		07/01/2008	68B	07/01/2008	NM	68B
		01/01/2009	69C	01/01/2009	NM	69C
8264	Veteran Intern, Office and Clerical Support	07/01/2007	60A	07/01/2007	NN	60A
		01/01/2008	61B	01/01/2008	NN	61B
		07/01/2008	61B	07/01/2008	NM	61B
		01/01/2009	62C	01/01/2009	NM	62C
8265	Veteran Intern, Technical Support	07/01/2007	69A	07/01/2007	NN	69A
		01/01/2008	70B	01/01/2008	NN	70B
		07/01/2008	70B	07/01/2008	NM	70B
		01/01/2009	71C	01/01/2009	NM	71C

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

ASSESSOR'S OFFICE

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Accounting Technician I NN 66E Represented	Account Clerk II NNV 63C Represented
1	Accounting Technician II NN 70D Represented	Accounting Technician I NN 66E Represented

The subject Accounting Technician I position performs difficult and complex accounting clerical work, inputs information onto eCAPS, conducts customer follow-ups, prepares spreadsheets, billing and reconciling invoices for the Community Redevelopment Agency and the Local Agency Formation Commission, and charges to other county departments by entering information onto the eCAPS systems.

The duties and responsibilities are more consistent with the Account Clerk II, a class which performs difficult and complex accounting clerical work to maintain accounting records within an established framework of procedures. Therefore, downward reclassification is recommended.

The subject Accounting Technician II position serves as a technical generalist in the accounting unit and does not supervise subordinate staff, a primary responsibility which distinguishes the Accounting Technician II from the Accounting Technician I. Since the assigned responsibilities are fully consistent with the class concept of an Accounting Technician I, downward reclassification is recommended.

DEPARTMENT OF HEALTH SERVICES – LAC+USC HEALTHCARE NETWORK

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Biomedical Engineer 97H Non-Represented	Chief, Clinical Engineering, Medical Center 100H Non-Represented

The Biomedical Engineer position is assigned to the Clinical Engineering Program at LAC+USC Healthcare Network and reports to the Chief Operating Officer. The position provides management oversight of medical equipment for the Clinical Engineering Program of the LAC+USC Healthcare Network, the largest medical network/cluster in the County. Specific responsibilities include performance of clinical engineering studies, financial and budgetary management, service contract management, coordination of service agreements, and in-house operations. This position also has responsibility over management systems which include a network-wide medical electronic systems program used at the hospital and clinics that track medical equipment malfunctions, repairs, and replacements.

The large scope of responsibility and significant impact of decisions made and actions taken in conjunction with the assignment over the LAC+USC Healthcare Network distinguish this position from other Biomedical Engineer positions in the County. As such, the position meets the allocation criteria for Chief, Clinical Engineering, Medical Center, a class which manages and coordinates the activities of the Clinical Engineering program and performs clinical engineering studies at the LAC+USC Healthcare Network. Therefore, upward reclassification is recommended.